



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 10/07/2016	Employee Requisition Number <div style="background-color: yellow; padding: 2px;">ER-17032</div>	JOB OPPORTUNITY	
Title/Position: RECREATIONAL AIDE			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: TOURISM & RECREATION	Location: Okmulgee	Location Code: 301	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the Recreation Manager, works with Recreation Assistant and Director and Manager to organize various components needed to maintain a range of leisure, health and fitness activities.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> Help maintain the effectiveness and performance of the Mvskoke Dome building and the Claude Cox Omniplex activities Assist in the development and implementation of leisure and recreational programs Monitor use of facilities, equipment and activities Participate in the development of department/division rules, policies and procedures, goals and objectives, and priorities Assist the Recreation Manager and Assistant with ensuring that facilities are neat and free of health and safety hazards Setting up, maintaining, and dismantling equipment according to the schedule of activities Reception duties, sales Welcome customers, deal with inquiries, emergencies and accidents requiring first aid Availability to work the Muscogee (Creek) Nation Festival; Holidays and weekends may be obligatory to work Perform any and all reasonable duties and responsibilities as necessary
Minimum Requirements:	<ul style="list-style-type: none"> High School Diploma or GED with experience in planning and organizing recreational events Must have a valid state-issued driver's license and dependable transportation Must submit to and pass all necessary background checks and drug testing
Preferred Requirements:	<ul style="list-style-type: none"> High School Diploma or GED with experience in planning and organizing recreational events. Preferred certifications include: CPR, First Aid, and AED
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	



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required:

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.